

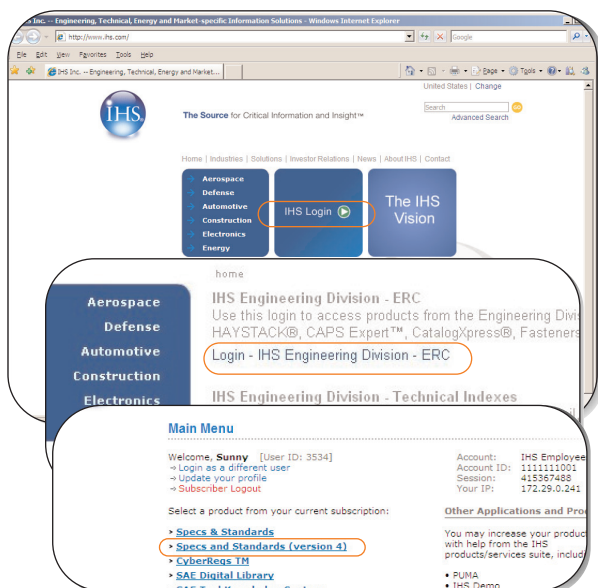
IHS Specs & Standards

QuickStart Tip Sheet - The Basics



To Start IHS Specs & Standards:

1. Go to <http://www.ihs.com> and click on IHS Login.
2. On the Login Menu, select **Login - IHS Engineering Division - ERC**.
3. On the Login page, enter your company's account Username and Password (not your unique username and password).
4. On the ERC menu, select **Specs & Standards**.

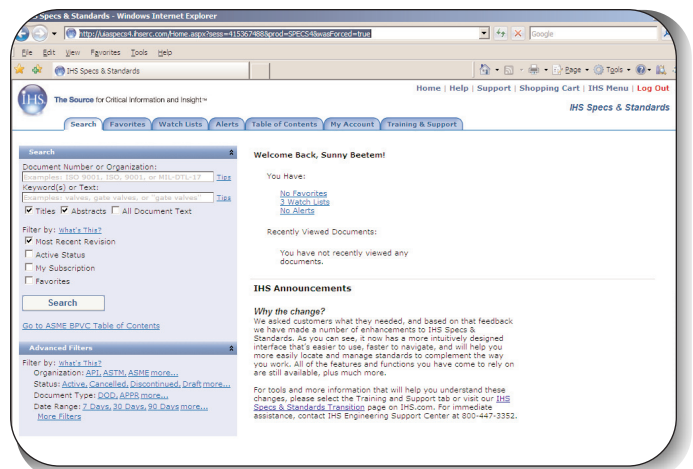


Main Search Tab

The Search tab of the IHS Specs & Standards application provides the fields and filters required to perform a basic and advanced search.

The personal profile section of the screen provides quick links to your Favorites list, Saved Searches, Watch Lists, any document Alerts that have occurred since the last time you logged in, and any recently viewed documents.

The **IHS Announcements** section is a means of communicating the latest application or content information to IHS Specs & Standards end-users.



IHS Specs & Standards Tabs Overview

The IHS Specs & Standards application is developed in a tabbed format to provide quick access to the major features and functions that make IHS Specs & Standards a valuable standards management tool.



Tabs Overview:

- **Search** - The Search tab is the main search page and also displays when you first log into the application. It provides the fields and filters required to perform a basic and Advanced Search. It is also the tab that displays the search results.
- **Favorites** - The Favorites tab contains a single list of documents that you can quickly access. Documents can be added to your favorites list from search results, the Document Details tab, when viewing the actual document, the Document History list, and a Table of Contents section.
- **Watch Lists** - The Watch Lists tab allows you to set up personal and shared document lists, which provide a method for you and/or your project team to quickly retrieve frequently needed documents. Watch Lists can help you stay on top of regulatory and contract compliance issues.
- **Alerts** - If you have registered as a unique user and you have set up an alert for a document that has been saved as a Favorite, on a Watch List, or in a Saved Search list, the application attaches an alert to that document when the document has been modified by the authoring agency or organization and is updated in the IHS Specs & Standards database.
- **Table of Contents** - If you subscribe to American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code (BPVC), Engineering Sciences Data Unit (ESDU), or Minerals Management Service (MMS) Referenced Standards collections, the Table of Contents tab provides an expandable folder structure that allows you to navigate through these collections.
- **My Account** - The My Account tab provides information about your account, user preferences, and subscription information. The options include: **User Information** (personal profile information and account information),

IHS Specs & Standards Tabs Overview (continued)

(My Account - continued)

User Preferences (Date and Result Count Display, Recently Viewed Documents, Title and Language Display, Document Language Display, Search Filter options, DOD/ANSI Display), **Subscription Information**, and **Purchase Tracking** information.

- **Training & Support** - The Training & Support tab provides information and links to IHS tools that enhance the IHS Specs & Standards product. It includes the following sections: Help, Tips, What's New, Related Links, Contact Us, Training/Demos, and FAQs.

Additional Menu Options


The top navigation options provide additional links to the IHS Specs & Standards application and other Engineering Resource Center (ERC) options.

[Home](#) | [Help](#) | [Support](#) | [Shopping Cart](#) | [IHS Menu](#) | [Log Out](#)

The top navigation options are:

- **Home** - Click the **Home** link to return to the main Search tab when you are on other IHS Specs & Standards screens
- **Help** - Click the **Help** button to launch a Flash version of the Online Help in a secondary window. The Online Help provides you with detailed information on the features and functions of IHS Specs & Standards.
- **Support** - Click the **Support** button to open a secondary window with IHS Engineering Customer Support information.
- **Shopping Cart** - Click this link to view documents that you have purchased, or have put in your shopping cart, which are not in your regular subscription or that are available only in hard copy format.
- **IHS Menu** - When you click on this button, you are returned to the ERC Main Menu, which allows you to select other IHS products to which you subscribe, change your profile information, log in as a different user, or log off of the ERC system.
- **Logout** - This option logs you out of IHS Specs & Standards and out of the ERC system.

Basic Search Filters

A basic search is done by entering criteria in the **Document Number** or **Keyword** field and including (or excluding) basic search filters to refine your results. Any combination of filters can be used in addition to the document number or keywords you enter. Basic search filters are found under the **Search** tool bar. The double arrows allow you to expand or collapse  the filter options.

Basic search criteria include:

- **Document Number or Organization** - You can enter document numbers that contain alpha and/or numeric characters, such as MIL-DTL-17. Alpha characters can be entered as either upper or lower case.
- **Keywords** - Enter a keyword or a string of text, such as *steel gate valve* to search all of the document Titles and Abstracts. The Titles and Abstracts check boxes are selected by default.
- **Titles** - When selected, this searches the titles of every document in the IHS Specs & Standards database for the document number or keywords you entered.
- **Abstracts** - When selected, the application searches the text of abstracts for the keyword or document number you entered.
- **All Document Text** - When selected, a full-text search is performed on the entire content of all documents that match your search criteria.
- **Active Status** - By selecting the Active Status filter, search results are limited to only those documents that the authoring organization has labeled as Active.
- **My Subscription** - By selecting the My Subscription filter, search results are limited to only those documents to which you subscribe.
- **Most Recent Revision** - Most Recent Revision documents are documents that the authoring organization has recently revised. They can have status levels other than Active, depending upon where they are in the revision process.
- **Favorites** - By selecting the Favorites filter, search results are limited to only those documents on your Favorites list.
- **Go to ASME BPVC Table of Contents** - This links to the Table of Contents tab that has expandable folders and pages for ASME BPVC, ESDU, and MMS publications.

Advanced Search Filters

The Advanced Search filters provide further refinements to your search criteria. Any combination of filters can be used in addition to the document number or keywords you entered, but note that some filters may not apply to the document for which you are searching.

The **What's This** link is simply a pop-up with a brief description of the Advanced Search filters.

The Advanced Search filters include:

- **Organization** - Restricts the search to selected authoring organizations. Organization acronyms can also be entered in the Document Number field.
- **Status** - This link allows you to select status types other than Active. These status conditions are ones the Authoring organizations apply while managing document versions as a document is being developed for publication.
Document Type - Document types include military and federal documents and/or documents from a specific industry. Document types are associated with the Standard Developing Organization (SDO) that authored or owns the document.
- **Date Range** - A date range filter allows you to limit your search criteria to a specific range of when a document was posted or when it was last modified/created by the authoring organization.
- **Segment** - The documents in the IHS Specs & Standards application have been categorized into Segments to refine the organization of the documents. In some instances, the Segment and Organization may be the same.
- **ISC Code** - The International Classification for Standards (ICS) is a broad subject classification structure for international, regional and national standards. The system was created by the International Organization for Standardization.
- **FSC Code** - The Federal Supply Classification (FSC) is a four-digit code assigned to all U.S. Government standardization documents. Items that are similar in physical or performance characteristics, are requisitioned together, or are grouped together for supply management purposes.

Search Results

After you initiate a search, the results are displayed in a table format with your search criteria displayed at the top of the list. The number of documents retrieved is displayed in the upper left corner.

Any time you add new search parameters with a search filter or refined document number or keyword, the counts are adjusted accordingly. If you want to remove a search filter, click on the red X for that filter.

In addition, you can sort results by clicking on the Document Number, Status, or Date column heading.

From the results list, the following information is available:

- **View** - Click on the **View** icon to go to the **View Documents** tab where an IHS Terms & Conditions notice displays. To view the document, click **Accept** and a PDF image of the document opens with Adobe Acrobat Reader. From here you can select to view documents that reference this document or go to the **Document Details** tab to view summary information about the document.
- **Details** - Click on this link to go to the **Document Details** tab to view a **Document Summary**, an **Abstract** (if available), and history information about the document.
- **History** - Click on this link to go directly to the document's history information section on the **Document Details** tab.
- **Favorites (Add)** - Click this link if you want to add the document to your Favorites list.
- **Watch Lists (Add)** - Click this link if you want to add the document to a Watch List you have already created.

- **Download Results** - Once you have performed a search, you have the option to download and save the results to your desktop as a .csv spreadsheet file.
- **Saved Searches** - The Save Search button allows you to save a search results list you have refined with specific search criteria. Saved search lists differ from Favorites lists and Watch Lists. A Saved Search list is comprised of a specific set of search parameters, Favorites lists are comprised of your favorite documents, and a Watch List allows you to set the security (viewer access and modification rights) to a list, such as a project team list.

When you View a document, it places it under the **Recently Viewed** list that appears on the home page when you first log in and in the left navigation panel on other navigated screens. These are active links that allow you to quickly access documents you have already opened and viewed. The default (and maximum) saves ten documents, but this can be modified under User Preferences on the My Account tab.



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For More Information About IHS Inc.:
Worldwide +1 303 397 2896 (USA/Canada)
U.S. 800 716 3447
Web www.ihs.com